

| APPLICATION | REVIEWING AUTHORITY | ACTION TO BE TAKEN | APPEAL AUTHORITY |
|--|------------------------|--|------------------|
| Text Amendment: The Administrator must receive petitions 30 calendar days prior to the next regularly scheduled meeting of the Planning Board to be considered at that meeting. The petition shall state the nature of the proposed amendment, and if applicable, a description of the property involved, names and address of the owners of the property, and a statement why amendment is necessary to promote public health, safety, and general welfare. | Administrator | Review for completeness & code compliance; Issue Staff Report | n/a |
| | Planning Board | Courtesy review, if requested by applicant | n/a |
| | Planning Board | Review and recommendation of Text Amendment application | n/a |
| | Board of Commissioners | Public hearing* | n/a |
| | Board of Commissioners | Text Amendment Adoption* – or – Denial and Request for Rehearing | Superior Court |

** Applicant can request that the Board of Commissioners adopt the Amendment at the same meeting as the public hearing. Otherwise, decision to adopt will be made no sooner than the next Board meeting.*

